



**Longcause Community  
Special School**

**JOB DESCRIPTION**

**NAME:**  
**POST TITLE:** Admin Assistant  
**GRADE:** C (Point 5-7), NJC Scale  
**RESPONSIBLE TO:** Headteacher  
**LINE MANAGER:** HR Lead

Duties and Responsibilities

This is an essential team role within the office, supporting the needs of both staff and visitors. The post holder will work closely with and under the direction of the line manager, providing support in the delivery of key responsibilities. The role is dynamic and fast-paced, with shifting priorities, and tasks will be carried out as directed by the line manager. The responsibilities outlined below are representative of the role and are not an exhaustive list.

<b>Key Responsibilities:</b>	
<b>General Administrative Support</b>	<ul style="list-style-type: none"><li>● Provide comprehensive administrative support to the HR Lead, Senior Leadership Team and wider school staff</li><li>● Prepare, format and distribute correspondence, reports and documentation</li><li>● Manage incoming communications (telephone, email, face-to-face enquiries) in a professional and welcoming manner</li><li>● Act as a point of contact for staff, parents, visitors and external agencies</li></ul>
<b>Office &amp; Systems Coordination</b>	<ul style="list-style-type: none"><li>● Maintain efficient administrative systems and processes across the school</li><li>● Maintain filing systems (electronic and paper-based), ensuring accuracy, accessibility and compliance</li><li>● Support the organisation of meetings, training sessions</li></ul>

	<p>and school events</p> <ul style="list-style-type: none"> <li>● Contribute to the smooth day-to-day running of the school office, including reception cover where required</li> </ul>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>● Input, update and maintain accurate data across school systems</li> <li>● Ensure data is stored securely and in line with data protection and retention policies</li> <li>● Support the production of routine reports and information as directed by line manager and SLT</li> <li>● Assist with the digitalisation and ongoing management of school records</li> </ul>
<b>HR-Related Administration</b>	<ul style="list-style-type: none"> <li>● Provide administrative support for HR processes under the direction of the HR Lead</li> <li>● Assist with recruitment administration, including arranging interviews and preparing documentation</li> <li>● Support onboarding processes, including compliance and record keeping</li> <li>● Maintain accurate staff records, including absence monitoring and personnel files</li> <li>● Assist in preparing payroll-related information (e.g. absence and contractual changes)</li> <li>● Support basic HR processes such as record updates and routine correspondence</li> </ul>
<b>Communication &amp; Stakeholder Liaison</b>	<ul style="list-style-type: none"> <li>● Liaise with external providers and partners, including payroll and support services</li> <li>● Ensure all enquiries are handled efficiently and appropriately, escalating where necessary</li> <li>● Maintain positive working relationships with colleagues and stakeholders</li> </ul>
<b>Office Operations</b>	<ul style="list-style-type: none"> <li>● Undertake general clerical duties including filing, photocopying, archiving and document management</li> <li>● Support the use and maintenance of office equipment and supplies</li> <li>● Provide administrative support across different areas of the school as required</li> </ul>
<b>Staff Support &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>● Provide administrative support relating to staff processes and wellbeing initiatives</li> <li>● Signpost staff to appropriate internal or external support where appropriate</li> </ul>
<b>Safeguarding, Compliance &amp; Confidentiality</b>	<ul style="list-style-type: none"> <li>● Maintain confidentiality at all times, particularly when handling sensitive information</li> <li>● Ensure all administrative processes comply with school policies and statutory guidance</li> </ul>

	<ul style="list-style-type: none"> <li>● Support safeguarding procedures in line with Keeping Children Safe in Education</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>● Work collaboratively as part of the administrative team</li> <li>● Use initiative to prioritise workload and resolve routine issues</li> <li>● Contribute to the continuous improvement of administrative systems and processes</li> <li>● Undertake training and development as required</li> <li>● Carry out any other duties commensurate with the grade of the post</li> </ul>

**Signed**

**Printed**

**Date**

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